

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100041-1

REPORTS INVENTORY				CONTROL NO. DDS/OF-037	
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (If a fill-in report include Form No.) Delinquent Advances				2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY FINANCE ADMIN. GENERAL OTHER (specify)	
4. NO. OF COPIES PREPARED 5		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly		6. DISTRIBUTION (No. of components not number of copies) 1	
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IF YES GIVE ADP PROCESSING NO.		9. DIRECTIVE AUTHORITY REQUIRING REPORT D/Finance	
10. PREPARING COMPONENT (include lowest level contributing information to report) Covert Activities Branch/C&L			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
12. COST FACTORS					
A. MANUAL PREPARATION AND REVIEW COSTS					
GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
GS-08	\$4.74	1/2	\$2.37	12	\$28.44
GS-05	3.25	1/12	.25	12	3.00
					\$ 31.44
B. COSTS OF COMPUTER PRODUCED REPORTS					
TOTAL COSTS PER YEAR					\$ 31.44
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. 31 August 1966 - Director of Finance and Accounts.  Provide Accounts with information needed to complete its Agency reports.					
14. FUTURE GOALS					
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE				ESTIMATED SAVINGS MAN-HOURS DOLLARS	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION			18. EXTENSION

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